DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 369

September 25, 1906.

To Superintendents,

Gentlemen:-

The method of reporting absences and changes of the teaching force hitherto in use, will be discontinued and the following procedure obtain during the school year 1906-07.

As they come to their knowledge Superintendents will report absences on the white telegram blank, confirming reports at the end of the month on the new form for that purpose now being sent out. In making out this form please use letters to indicate the kind of teacher, i. e., AP for Acting Principal, EG for English Graded, G for graded, R for rural, etc.

Absences of more than one or two days near the end of the school month should be reported by wire so that the teacher's check may be sent to the Superintendent, for delivery by him to the teacher when the latter returnes to work. This will avert overpayments to teachers who do not return to their schools and also protect the superintendent against less on the property account. As was done last year, deductions for absences till be made in the month following that in which they occur.

Any change in the personnel of the teaching force in any way affecting teachers' salaries, should be reported to the Department at once by letter up to the beginning of the last week of the school month, after which such changes should be reported by telegraph. This report should include: name of teacher, class of teacher, nature of change,-- resignation, suspension, transfer to another municipality, beginning work etc., -- last day of service and date of beginning work.

You have received by this time the form for reporting the personnel of your district at the time of opening schools. Please list the names in order of towns by kind of teachers. This will facilitate our work considerably and enable us to send out the vouchers for the first month's pay at an earlier date than would otherwise be possible. Prompt remittance of this form is necessary.

For substitute teachers a special report by letter is required, stating dates on which services were rendered and the name of the teacher substituted for. Unless such a report is received, it is presumed that the substitute has not taught during the month.

Please note that dates used in connection with absences and changes will be considered by this office as being inclusive in all cases.

Respectfully

(Signed) Roland P. Falkner
Commissioner of Education.

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